



December 13, 2013

To: Executive Board

Subject: **Contract Amendment – Janitorial Services**

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### **Recommendation**

Authorize the Executive Director to execute Contract Amendment No. 4 to Agreement No. 10-017 for:

1. Janitorial Services at the Administrative Offices in the amount of Thirty-Four Thousand Sixteen Dollars and Eighty-Eight Cents (\$34,016.88) for a period of one year beginning December 1, 2013 through November 30, 2014; and
2. Janitorial Services at the El Monte Transit *Store* in the amount of and Seven Thousand Seven Hundred Eighty Four Dollars (\$7,784) for a period of seven months beginning December 1, 2013 through June 30, 2014 for the El Monte Transit *Store*.

### **Analysis**

On November 24, 2009 Foothill Transit entered into a Contract with PBM Facility Management in the amount of Twenty Eight Thousand Two Hundred Dollars (\$28,200) to provide janitorial services at Foothill Transit's Administrative Offices from December 1, 2009 through November 30, 2010. The Contract also provides that, at its sole discretion, Foothill Transit may exercise four one-year options extending the term of the Contract.

Foothill Transit has previously exercised three one-year options of Thirty Thousand Four Hundred Fifty Six Dollars (\$30,456), Thirty-One Thousand Three Hundred Eight Dollars and Seventy Seven Cents (\$31,308.77) and Thirty-Three Thousand One Hundred Eighty Seven Dollars and Twenty Cents (\$33,187.20) for the Administrative Office, respectively, which extended the term of the Contract through November 30, 2013. Contract Amendment No. 3 included the additional janitorial services for the El Monte Transit *Store* for Fourteen Thousand One Hundred Five Dollars (\$14,105) for services from November 1, 2012 through November 30, 2013. Beginning on July 1, 2014 janitorial services at the El Monte Transit *Store* will be the responsibility of the El Monte Transit *Store* customer service contractor.

PBM Maintenance Facilities has provided excellent service over the last four years and Foothill Transit desires to exercise a fourth one-year option.

The Contract provides that if Foothill Transit exercises its option to extend the term of the Contract, the price for the Contractor's services for each option year will be based



on an adjustment based on the consumer price index to the cost per month and per year paid by Foothill Transit during the year prior to each respective option year.

The applicable consumer price index adjustment for the fourth option year is 2.5 percent.

In exercising the fourth year option, the cumulative amount of the contract exceeds the Executive Director's approval limit under Foothill Transit's current Procurement Policy thereby requiring Executive Board approval.

**Budget Impact**

Funding for janitorial services is included in Foothill Transit's approved Fiscal Year 2014 budget.

Sincerely,

A handwritten signature in blue ink that reads "Sharlane R. Bailey".

Sharlane R. Bailey  
Director of Facilities

A handwritten signature in blue ink that reads "Doran J. Barnes".

Doran J. Barnes  
Executive Director